

12. Students must ride their assigned bus, and each must board and depart at a designated bus stop. Students must present a written request from the parent/guardian to the principal or designee for approval of requested change. Parent must provide address and phone number of where student will be dropped off, if other than designated bus stop.
13. Students are requested to be at the bus stop **five (5) minutes** before scheduled pick-up as **the bus will not wait beyond the scheduled pickup time.**
14. Students will stand off the roadway and exhibit safe behavior while waiting for the bus. **(Parents are responsible for their children prior to boarding and departing from the bus.)**
15. Students will board, depart and cross the road as per instruction from the bus driver.

Student Rules for Computer Use

Students are responsible for appropriate behavior on computers at school. Computer files, including e-mail, are not private. The use of the school's computers and computer networks, computer software, data files, Internet access, and intellectual property is intended for educational purposes only and is a privilege. The privilege may be revoked and/or other disciplinary action taken for violation of any of the following rules.

Students may not:

1. Share computer account IDs and passwords, except when authorized.
2. Create, copy, receive, or use data, language or graphics which are obscene, abusive, harassing, or otherwise inappropriate at school.
3. Access, change, or delete computer programs, data files, or electronic mail belonging to others, without express permission.
4. Steal or destroy the school's computer hardware or peripherals (printer, mouse, monitor, modem, cable, connector, etc.)
5. Steal or destroy computer software or data files owned by the school or other persons.
6. Violate or attempt to violate the security of the computer/network systems; student may not attach or install any personal communication device to the District's computer/network systems.
7. Take unauthorized actions which deny access to, disrupt, or destroy the service of the computer/network systems.
8. Make unauthorized or unlawful installation of personal computer software on the school's computers or the computer networks, including, but not limited to, games, virus programs, and applications software. Student provided software must be used only in accordance with the license agreement.
9. Use computers, computer networks, or computer peripherals (printers, mouse, monitors, modems, etc.) to commit a forgery or to create a forged instrument.
10. Reveal personal address, phone numbers, or other personal information of self or classmates without approval of teacher or parent.
11. Use the District's network resources or the internet for product advertisement, commercial activities, political campaigning, or solicitation.
12. Use computers, computer networks, computer software, data files or intellectual property in any unauthorized way. Messages relating to, or in support of, activities that are prohibited by law or Board policy will be reported to the authorities and may result in the loss of user privileges and/or other discipline.

Student Rules for Driving/Parking on Campus

Parking on school board property is a privilege and may be granted or revoked by the principal or principal's designee. Students are responsible for the care of your vehicle. Students must observe all safety rules and remain courteous and considerate of others. Weapons are prohibited in vehicles at school and at all school events at all times. The Board is not responsible for motor vehicles which are lost, stolen, or damaged.

Students parking vehicles on campus without authorization or who repeatedly violate campus-parking rules may have their parking decal revoked. The presence of a vehicle on school board property or at a school sponsored event implies consent by the student to a search of the vehicle upon reasonable suspicion that illegal, prohibited, harmful items or substances, or stolen property may be contained therein. Vehicles parked on School Board property or at a school sponsored event by a student are subject to search if school personnel have *reasonable suspicion* that illegal, prohibited, harmful items or substances, or stolen property may be contained therein. Each student who parks a vehicle on a school campus is presumed to know what is contained in his/her vehicle and will be held accountable for any contraband, weapons, drugs, etc., which may be found in the vehicle.

SECTION TWO: DISCIPLINE BY LEVELS

To establish reasonable consistency in the schools, a uniform Discipline Code has been developed. Definitions of terms used can be found in the Glossary. Consistent with the Code of Student Conduct, the **principal or designee is responsible for discipline** and determines the level of the behavior and its appropriate consequence. Schools and teachers may develop individual rules and disciplinary practices which supplement the Code but do not conflict with it. It is the intent of the TCSD that the principal or designee of each school has a reasonable degree of choice in determining the level of a student's behavior and the resulting consequences. The factors to consider include, but are not limited to:

- **Seriousness of offense**
- **Premeditation, impulse, or self-defense**
- **Age and/or disability**
- **Strength of evidence**
- **Cooperation/remorse**
- **Disciplinary history**

Behaviors and their consequences are divided into four levels. Each level represents progressively more serious misbehavior and consequence. School support staff and/or community resource agencies may be involved.

Under the Individuals with Disabilities Education Act (IDEA), students who have been identified as educationally disabled and are receiving ESE services are subject to additional disciplinary guidelines that are different than those for non-disabled students.

Level I Discipline – Schoolwide Behavior Management

Level I offenses are minor acts of misconduct which interfere with orderly classroom procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process. These offenses may be handled first by the teacher or other staff member involved. If additional action is necessary because of continued violation or other concerns, the student will be referred to the principal or designee for appropriate disciplinary action. The teacher or school administrator/designee, after review of the student's explanation, consultation with other persons involved, and further investigation (when needed), will determine appropriate disciplinary action consistent with this Code and will attempt to contact parents/guardians.

Level II Discipline

Level II offenses are intermediate acts of misconduct which require administrative intervention, including but not limited to, repeated minor misconduct and acts directed against persons or property but which do not seriously endanger the health or safety of others. After review of the student's explanation, consultation with other persons involved, and further investigation (when needed), the school administrator/designee will determine appropriate disciplinary action consistent with this Code and will attempt to contact parents/guardians. Includes both Levels II A and B.

Level III Discipline

Level III offenses are serious acts of misconduct, including but not limited to, repeated similar misbehavior; serious disruptions of the orderly conduct of school; threats to health, safety, or property; and other acts of serious misconduct. These offenses must be reported to the principal/designee and may result in immediate removal of the student from the school or extracurricular activities. The principal/designee will investigate the behavior and determine appropriate disciplinary action consistent with this code and will contact parents/guardians.

Level IV Discipline

The most serious acts of misconduct are included in this level. They must be reported immediately to the principal/designee. These violations are so serious that they may require district administrators, outside agencies, and/or law enforcement. The principal/designee will investigate the behavior and determine appropriate disciplinary action consistent with this code and with contact parents. **Such acts may also result in criminal penalties being imposed.** The principal/designee may recommend the expulsion of any student who has committed a **serious breach of conduct**.

Students are expected to behave appropriately at school. Misbehavior that violates the rights of others, disrupts the school, or interferes with learning is not acceptable.

SECTION THREE: PROHIBITIONS AND NOTICES

Violence Against School District Personnel

Battery or assault against any school personnel by a student is a Level 4 violation of this Code.

1. If you, as a student, use force or violence, accidental or intentional, against school personnel you will be suspended from school and the principal will recommend that you be expelled.
2. Subject to federal and state law, if you are formally charged with a violation of *F.S. 784.081* (assault, aggravated assault, battery, or aggravated battery upon a school employee) you will be removed from the classroom immediately and placed in an alternative school setting pending disposition.
3. If you are found by the court to have committed a violation of *F.S. 784.081* you will be expelled for a minimum period of one year [*F.S.1006.13(5)*].

Zero Tolerance of School Related Crimes

The School Board has zero tolerance for crimes, violence, weapons and drugs. Procedures include the reporting of acts that pose a serious threat to school safety at times when you are under the authority of the School Board. Such acts include but are not limited to: [*F.S. 1006.13*].

- Homicide
- Sexual battery
- Armed Robbery
- Aggravated Battery
- Battery or aggravated battery on teacher or other school personnel
- Kidnapping or abduction
- Arson
- Possession use or sale of controlled substances.
- Possession, use or sale of any firearm
- Possession, use or sale of any explosive device
- Making a threat or false report about placing or discharging any destructive device, bomb, or explosive

Anyone who is a victim of a crime at school has the right to press charges against the offender.

Weapons

Weapons and use of weapons are prohibited on school property, including buses, at school-sponsored activities, and in any vehicle brought onto school property or to a school-sponsored activity.

1. **Students may not possess common pocket knives, plastic knives, or blunt-bladed table knives.**
 - a. Violation of this prohibition is a serious breach of conduct.
2. **Firearms/Explosives**
 - a. No persons may have in their possession, sell, distribute, display, transfer, or use any firearm or explosive, whether operable or inoperable.
 - b. Any student who is found in violation will be suspended from school for ten (10) days, and the principal will recommend expulsion from school.
 - c. If you bring or are in possession of a firearm at school, you will be expelled from the regular school for no less than one year and referred for criminal prosecution. [*F.S. 1006.07*]
3. **Other Weapons**
 - a. If you possess, sell, distribute, display, or transfer a weapon of any type, other than a firearm or explosive, you will be suspended from school for five (5) to ten (10) days, and the principal may recommend that you be expelled. Firecrackers, fireworks and M80s are included in this category.
 - b. If you bring a weapon, as defined in Chapter *F.S. 790*, to school, you will be expelled from the regular school for no less than one year and referred for criminal prosecution. [*F.S. 1006.07*]
 - c. If you use a weapon of any type, including pointed or sharp instruments such as ice picks, penknives or razor blades, you will be suspended from school for ten (10) days and the principal will recommend that you be expelled for no less than one year.
4. **Non-Weapons Used as Weapons**
 - a. If you use as a weapon any article or substance not normally considered a weapon (like rocks, pens, pencils), you will be suspended for ten (10) days, and the principal will recommend that you be expelled.
 - b. The mandatory penalties in this policy are subject to the procedures of discipline for students with disabilities.

Safe Harbor

1. A student who inadvertently possesses or finds a prohibited object shall immediately notify school staff and surrender the object. Thus, a student may approach a school official and voluntarily surrender an object prohibited by the Code of Student Conduct without being subjected to discipline so long as the object (excluding a firearm) is one that the student could lawfully possess off school grounds.
2. If a student discovers an illegal item (i.e., drugs or weapons) or other contraband on school property or at a school function, the student may approach a school official and report the discovery. A student shall not be in violation of the Code of Student Conduct solely for making such a report. School officials shall make a determination after an investigation of the report.
3. The Safe Harbor Provision may not apply if a search is ongoing in any location at the school, if the object is surrendered during a search, or if the object is not turned in prior to discovery by school staff.
4. With respect to objects that have been turned over to school staff, the parent/guardian must make arrangements to pick up the object from the school, unless it is an object that must be turned over to law enforcement.

Alcohol and Drugs

The use of illegal drugs and the unlawful possession and use of alcohol are harmful and are violations of this Code.

1. Students may not **possess, sell, transfer, distribute, or use:**
 - any alcoholic beverage,
 - any controlled drugs,
 - hallucinogens, or
 - similar substances,
 - except those specifically prescribed by a licensed physician,

on school property, including buses, and at school-sponsored activities. Violation of this prohibition is a serious breach of conduct, and the school will notify law enforcement officials and your parent(s) or guardian(s).
2. If a student possesses, uses, or is under the influence of any item listed above, except under the direction of a licensed physician, students will be suspended from school for a period of five (5) to ten (10) days for the first offense, and the principal may recommend the student be expelled.
 - a. For a second offense, students will be suspended for ten (10) days, and the principal will consider expulsion.
 - b. The principal may consider the student's disciplinary record in other schools and school districts.
3. If a student sells any item listed above, or that is represented to be any item listed above, they will be suspended from school for ten (10) days for the first offense, and the principal will recommend expulsion.
4. If a student solicits a sale, transfer, or distribution other than selling, the student will be suspended from school for five (5) to ten (10) days, and the principal may recommend expulsion.
 - a. For a second transfer or distribution offense, the student will be suspended for ten (10) days, and the principal will recommend expulsion.
5. Students may not use any legal substance to attain a mood-altering effect and may not possess any equipment or device for preparing or taking drugs.
6. If found guilty of a felony, the student may be recommended for expulsion.
7. Students may be entitled to a waiver of discipline or expulsion if information is divulged, leading to the arrest and conviction of the person who supplied such controlled substance or if the student voluntarily discloses the unlawful possession of such controlled substance prior to arrest. A waiver also may be granted for successful completion of a state-licensed drug abuse treatment program. [F.S. 1006.09]
8. For students with disabilities, the mandatory penalties provided by this policy shall be subject to the procedures for discipline of students with disabilities.
9. **Prescription as well as over-the-counter medication shall be turned into the school nurse upon arrival to school.**
 - a. If a student has a doctor's orders to take prescription medicine at school, it is important to first notify the school principal or designee so that you know the proper procedures to follow.

Tobacco Products

Students may not **use, possess, distribute, or sell** tobacco products (including papers used to roll cigarettes) or electronic smoking devices or products on school property, at school-sponsored events, at school bus stops, or on school buses. In addition, it is unlawful for any person under 18 years of age to **knowingly possess** any tobacco product. [F.S. 386.212; 569.11]

Bullying and Sexual Harassment

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to: teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual, religious, or racial harassment, public humiliation, or destruction of property. F.S. 1006.147

1. TCSO treats bullying as a serious breach of the Code of Student Conduct. Students who engage in such conduct shall be subject to a range of consequences, including verbal or written reprimand, in-school suspension, out-of-school suspension, change of placement, and/or recommendation for expulsion.
2. It is the policy of the TCSO that all students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.
3. **Cyber stalking/bullying** as defined in *F.S. 784.048 (1)(d)* means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.
4. If a student is found to have committed an act of bullying or harassment, including sexual harassment, or found to have falsely accused another as a means of bullying or harassment, the student may receive positive behavioral interventions or be disciplined up to and including suspension or expulsion. If you or your parent/guardian believes you have been the victim of bullying or harassment, immediately report the situation to a teacher, school counselor, school principal/designee, or other school staff.
5. Taylor County has online reporting system located on the district website, www.taylor.k12.fl.us. If a student sees someone being bullied or does not feel safe at school, any student may use the link to report the problem. False reports will be considered bullying. Reports may be given anonymously.
6. The School Board will not tolerate bullying or harassment, including sexual harassment of any student or school employee:
 - a. During any education program or activity conducted by a public K-12 educational institution;
 - b. During any school-related or school-sponsored program or activity;
 - c. On a school bus of a public K-12 educational institution; or
 - d. Through the use of data or computer software that is accessed through a computer, computer system, or computer network of a public K-12 education institution.

Hazing

TCSO prohibits hazing activities at any time on school property or at school sponsored events. Even if a student is only a bystander, you may be deemed to be a participant, if you stay present during a hazing incident. Student bystanders are expected to leave the area immediately and are encouraged to report the incident. [F.S. 1006.135].

False Accusations

It is a Level 3 violation to intentionally make false accusations that jeopardize the professional reputation, employment, or professional certification of a Taylor County School District employee.

Permanent Removal of a Student from Class

A teacher may send a student to the principal's office to maintain effective discipline in the classroom. The principal shall respond by employing appropriate discipline-management techniques consistent with the Code of Student Conduct under *FS. 1006.07*

1. A teacher may remove a student from class who interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.
2. If a teacher removes a student from class under this provision, the principal may place the student in another appropriate classroom, in in-school suspension, or in an alternative education program as provided by S. 1003.53; or the principal may recommend the student for out-of-school suspension or expulsion, as appropriate.
 - a. The student may be prohibited from attending or participating in school-sponsored or school-related activities.
 - b. The principal may not return the student to that teacher's class without the teacher's consent unless the committee established under S. 1003.32 determines that such placement is the best or only available

- b. A student who fails to appear for in-school suspension may be assigned an additional amount of in-school suspension or be assigned a higher level of discipline, which may include out-of-school suspension.

Out of School Suspension (OSS)

The principal or administrative designee has the right to suspend a student from school for a serious act of misconduct. Students suspended out of school are fully excluded and prohibited from attending any Taylor County School District, attending any school or School Board sponsored activity, or coming upon the grounds of any school until the term of the expulsion is completed. The procedure below shall be followed for suspension from school:

1. Students will receive oral and written notice of the charges and an explanation of the evidence against them. In a conference, students will have an opportunity to respond to the charges and to explain their behavior.
2. If the principal or designee determines there are sufficient grounds for suspension, then the student will be informed of the suspension from school and the length of time. Students will normally be suspended effective at the end of the school day and shall remain in ISS for the remainder of the day or until parent/guardian retrieval.
3. The principal or designee will make a good faith effort immediately to contact the parent/guardian by phone and will also send written notice. The notice will state the length of the suspension and the reasons for it.
4. If suspended, students will be released to their parents/guardians with a plan for missing class assignments.
5. In an emergency, the principal may temporarily suspend a student prior to a conference when the safety or health of students, staff, or other persons in the school may be threatened by the student's continued presence. When temporary suspension is necessary, the principal will inform the parent/guardian by the most rapid means, i.e. phone, etc. As soon as feasible under the circumstances, the principal will hold a conference with student and parent/guardian. Following the conference, the principal may formally suspend the student; however, in no case shall the principal's temporary and/or formal suspensions exceed ten (10) days for the same offense.
6. The principal will follow the discipline procedures for students with disabilities.

Bus Suspension

The principal or designee has the right to suspend a student from bus riding privileges for a period of time up to 10 (ten) days. Long-term suspension of bus privileges will be based on persistent misconduct which disrupts order on the bus and endangers the health, safety, or welfare of other students riding the bus, or on a single incident of conduct which shows reckless or willful disregard for the safety of the driver or others.

1. If students receive four (4) or more bus misconduct referrals within a school year, the principal may permanently suspend bus riding privileges. The parent/guardian will receive written notice of the principal's recommendation.
2. If bus privileges are being suspended for longer periods of time, the parent/guardian may appeal to the Superintendent requesting a board review. At such point, the parent/guardian will be provided written notice of the schedule review.
3. The principal will follow the discipline procedures for students with disabilities.

Expulsion

Expulsion is the severest penalty the School Board may impose for a violation of the Code of Student Conduct. Expulsion is the removal of the right and obligation of a student to attend public school for a specified period of time, not to exceed the remainder of the current school year, the following school year, and any intervening summer school.

1. Expelled students are fully excluded and prohibited from attending any Taylor County School, attending any school or School Board sponsored activity, or coming upon the grounds of any school until the term of the expulsion is completed.
2. A principal may recommend expulsion for a student who has previously attended the district alternative program, has returned to their regularly assigned school, and commits another infraction that would otherwise result in an assignment to the district alternative program.
3. Recommendations for expulsion shall be processed in accordance with the procedures adopted by the School Board and prescribed by law and administrative regulations of the State of Florida, for student expulsions.

Expulsion Recommendations for Exceptional Education Students: The required due process of a student with a disability or otherwise entitled to be treated as a student with a disability under 20 U.S.C. § 1415, § F.S.1003.57, Fla. Stat., or Fla. Admin. Code Rule 6A-6.03311 (IDEA), are set forth in the *Exceptional Student Education Policies and Procedures (SP&P)*.

